

Erie County Assigned Counsel Job Position

Job Title:	Criminal Court Social Worker	Job Category:	Exempt
Department/Group:	Social Work Program	Supervised by:	Supervisor/ program director
Location:	403 Main Street Suite 215 Buffalo, NY 14203	Travel Required:	Some travel may be required.
Level/Salary Range:	Salaried: \$60,500- \$70,314 Mid- Level Position Non-negotiable	Position Type:	Full Time- 40 hrs. per week. Paid one hour lunch included.
HR Contact:	Katie Szematowicz	Date Posted:	
External Posting URL:		Posting Expires:	
Internal Posting URL:			
Applications Accepted By:			

PLEASE EMAIL A COMPLETE COVER LETTER & RESUME

Katie Szematowicz, HR Specialist

khartung@assigned.org

Subject Line: Social Worker Position

ALL APPLICANTS MUST BE A LICENSED MASTER SOCIAL WORKER (LMSW)

ROLE AND RESPONSIBILITIES

- Collaborate with Criminal Court panel members/ investigators on an interdisciplinary team to coordinate services for ongoing court matters.
- Implement trauma informed care principles into holistic service delivery model in conjunction with program leadership team that impacts trauma informed service delivery to clients.
- Maintain frequent and consistent communication with supporting documentation with the referring attorney to discuss case progress, client engagement and strategic legal plans.
- Facilitate referrals to appropriate services to support client compliance with court that promote optimal outcomes.
- Assist clients in accessing mental health and substance abuse treatment, housing, transportation and other critical services that may arise to successfully affect the disposition of court case.
- Obtain client release forms to access information from service providers on behalf of the client and the attorney.
- Prepare monthly attorney reports, document client progress, maintain best practices to promote client engagement.
- Respond to emergency situations/ crisis by conducting rapid risk assessments and developing safety plans to ensure client wellbeing.
- Complete comprehensive intake with client to identify needs and barriers to court obligations.
- Enroll clients in public benefits/ resources to increase income.
- Facilitate communication between client and attorney.
- Maintains an appropriately high caseload to ensure effective facilitation of appropriate services and referrals to places, which not only ensures best outcomes for clients, but complies with court expectations.
- Performs intake and assesses outcomes with referring attorney.
- Provides written reports to attorneys and court staff where directed
- Refers clients to appropriate agencies based on client/court need.
- Communicates with other providers when directed to tract client progress
- Maintains weekly case notes and tracks of the number of services performed during the week with clients through an electronic platform.
- Reports to their Supervisor once a week for guidance
- Remains HIPAA compliant with client documentation.
- Abides by the NASW Code of Ethics
- Performs other duties requested by Supervisor or Program Director.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

An applicant must be a Licensed Master of Social Work (LMSW). At least 3-5 years’ experience with the courts system and/or the criminal justice system. Internships and volunteer work will be considered as experience for the court system and/ or the criminal justice system. Familiarity and connection with Erie County community resources is desirable.

PREFERRED SKILLS

- Advanced skills in Microsoft Word, Microsoft Excel, and Microsoft Outlook.
- Excellent Communication and writing skills.
- Positive attitude.
- Knowledge of local resources for clients for mental health, housing, clothing, financial planning, jobs, and many other needs.
- Bilingual applicants are encouraged to apply.

ADDITIONAL NOTES

- This position will not fulfill clinical hours to obtain a clinical social work license.
- The agency will cover the cost for all CEUs for the social worker’s license to be maintained.
- This is not a county position but is a non-profit position.
- This agency offers competitive pay and excellent benefits.
- We are an Equal Opportunity Employer.

Reviewed By:	Holly Edwards	Date:	1/27/2026
Approved By:	Kevin Stadelmaier	Date:	1/28/2026
Last Updated By:	Holly Edwards	Date/Time:	1/27/2026